

E-Trust Certification Services¹

Lightweight Certificate for Justice and Home Affairs DG CUG functional mailboxes – EC Regulation 2725/2000

Request Form²

Version 3.1

Section reserved for the Local Registration Authority (LRA)

Name of the LRA-Officer:

Date of Receipt:

Name of requesting
Organisation:

Member state / EC:

Place of storage of the
registration documents:

I, the undersigned, hereby certify that this Certificate Order Form and the
appendixes hereto have been duly authenticated and validated.

Signature:

As the Private Key Responsible, please complete this Certificate Request Form and read carefully the included Certificate Terms and Conditions, Certificate Suspend/Revoke Form and Operator Responsible Change Form, which form an integral part thereof and which are available on the DG JAI CIRCA website (https://forum.europa.eu.int/Members/irc/jai/jai_eurodac/library?l=/pki_documents) or on request from the IDA DG JAI LRAO (Local Registration Authority Officer).

Certificate Description: Medium level Professional digital identity assurance. Remotely requested certificate providing a medium level guarantee for the binding between a Functional Mailbox identity and a public key. This certificate guarantees the identity of the Functional Mailbox and the ownership of this Functional Mailbox by the Organisation and for which the Organisation is responsible. The validation of the request will require evidence of the identity of the Subscriber and evidence that he/she represents an Organisation on the list of authorities identified under Article 15 of EC Regulation 2725/2000.

Validity: The certificate will be valid for a period of one (1) year from the day of its issuance.

¹ At the creation of Certipost, the entire Belgacom E-Trust activity has been transferred to Certipost. Certipost acts as Certificate Service Provider having entirely taken the Belgacom E-Trust activities over; Certipost has thus endorsed all Belgacom E-Trust duties and responsibilities in that matter.

² Personal data provided by the Customer to E-Trust or Justice and Home Affairs DG shall be stored in the files held by Certipost SA, Centre Monnaie, 1, B-1000 Brussels, and by the Local Registration Authority (LRA). This data shall be used solely for the purposes of providing E-Trust services. The Customer may, on request and at no expense, consult and rectify this data.

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1. Procedure

To apply for this type of certificate (Lightweight Certificate/EC Regulation 2725/2000), you have to send the following documents to the IDA DG JAI Local Registration Authority by fax at +32 2 29 67688:

- This Certificate Order Form, duly completed and signed, including the Certificate Terms and Conditions;
- A signed copy of an official form of identity of yourself, valid in the country of origin (preferably passport);
- A signed copy of an official form of identity, valid in the country of origin (preferably passport), of the person representing the Organisation, mentioned on the list of authorities identified under Article 15 of EC Regulation 2725/2000. (in the CP called the "Organisation Listed Responsible");
- A mandate letter nominating you as responsible for the private key and the certificate (in the CP called "Private Key Responsible"), signed by the person cited above;

You should also send the following information by e-mail to the LRA (admin@cap01.dac.cec.eu-admin.net):

- The Electronic Certificate Request as generated by the Key Generation Wizard.

After faxing the certificate request documents mentioned above and e-mailing the electronic certificate request, you should send the original versions of the documents by post to:

JAI DAC LRAO
Office LX 46 5/82
Justice and Home Office Affairs DG
European Commission
B1049 Brussels
Belgium

Failure to send the original documents will result in your certificate being revoked.

After proper validation of the supplied documents, the certificate will be sent to you via email.

2. Information to be certified

The following information is included in your digital certificate. Some fields are optional. This means that you are not obliged to have this information certified. If this is your wish, you should not fill in these fields. The Certificate shall have the same legal value irrespective of whether or not these optional fields are completed.

The following fields are mandatory.

[illegible]

The following fields are optional.

[illegible]

Justice and Home Affairs DG will use following information to confirm your identity. It shall not be made public, and Certipost and Justice and Home Affairs DG guarantee that it will be treated as confidential.

[illegible]

4. List of Private Key Operators

This is the list of "Private Key Operators". This list of Private Key Operators will contain the names of all the persons that will need to use and have access to the private key for operational reasons. It is possible that the Private Key Responsible is a Private Key Operator at the same time.

List of Private Key Operators.

| | First Name | Last Name | Place and Country of Birth | Date of Birth |
|----|------------|-----------|----------------------------|---------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

OUTDATED

NOTE :

After receipt of the certificate, it is the duty of your organisation to:

1. Inform the LRA if an additional person is appointed Private Key Operator.
2. Inform the LRA in case there is a change in Private Key Responsible
3. Request the LRA to revoke the certificate whenever a person that had been appointed Private Key Operator for that certificate has been removed from that responsibility (i.e. whenever a person who has had access to the private key, is not allowed to use it any more).

5. Agreement and signature

I hereby acknowledge having knowledge of the included Certificate Terms and Conditions applicable to Lightweight Certificates for Justice and Home Affairs DG CUG functional mailboxes - EC Regulation 2725/2000 issued by E-Trust, and in particular the obligations incumbent on me. In signing this Certificate Request Form, I agree to be bound by these provisions in their entirety.

I likewise acknowledge that the Local Registration Authority (Justice and Home Office Affairs DG) approved by E-Trust have a statutory obligation to demand the suspension or revocation of any certificates issued through their services should these have been delivered on the basis of inaccurate or false information, where the information no longer corresponds to the true situation, or where the confidentiality of signature creation data (Private Key) can no longer be ensured.

I certify that the information contained in this Order Form or appended hereto and submitted to the LRA Officer is provided in good faith, and is accurate and complete.

Date: Place:

Last name and first name(s) of the Private Key Responsible:

.....

Signature:

OUTDATED

6. Certificate - Terms and Conditions.

The Organisation acknowledges to have knowledge of and agree with the current E-Trust Certificate Practice Statement for Qualified and Normalised certificates (CPS), edited by E-Trust. The CPS describes the Practices that are used to deliver E-Trust digital certificates.

The Organisation acknowledges to have knowledge of and agree with the E-Trust Lightweight Certificate for Justice and Home Affairs DG CUG functional mailboxes – EC Regulation 2725/2000 Certificate Policy (CP) describing the issuing and applicability rules of this certificate type.

The Organisation declares it shall comply rigorously with the current CPS and the current E-Trust Lightweight Certificate for Justice and Home Affairs DG CUG functional mailboxes – EC Regulation 2725/2000 Certificate Policy.

In particular,

- The contractual agreement related to this type of certificate is governed by Belgian law. Any litigation or disputes relating to this contract or its interpretation shall be within the exclusive jurisdiction of the courts in Brussels, Belgium.
- The Organisation (in particular the Private Key Operators) is obliged to protect the private key at all times, against loss, disclosure to any other party, modification and unauthorised use, in accordance with the CPS and the CP. From the creation of the private and public key pair, the Organisation is solely responsible for the confidentiality and integrity of the private key. Every usage of the private key is assumed to be the act of the Functional Mailbox. The PIN (Personal Identity Number) or passphrase, used to protect against unauthorised use of the private key will never be stored in the same location as the private key itself or next to its storage media, will never be stored unprotected, and will be given sufficient protection. The private key must not be left unattended in an unlocked state (i.e., unattended in a workstation when the PIN or passphrase has been entered). The Organisation is solely responsible for the usage of the private key. E-Trust is not liable of the usage of the Subscriber's key pair.
- The Organisation is responsible for the generation of the key pair for the Functional Mailbox.
- The Organisation is responsible for the accuracy of the data it transmits to the LRA.
- The Organisation must request the LRA to suspend or revoke the certificate whenever it is required in the CPS (section 4.4). The suspension and revocation procedures are described in the current E-Trust CPS (section 4.4), and in section H of the CP.
- The Organisation must make a request to the LRA to revoke the certificate whenever a person that had been appointed Private Key Operator for that certificate has been removed from that responsibility (i.e. whenever a person who has had access to the private key, is not allowed to use it any more).
- The Organisation has to immediately inform the LRA Services of any change in the information included in the certificate. The revocation procedure will be started immediately.
- It has to inform the LRA of any change in the information that is not included in the certificate, but that has been transmitted to the LRA when registering. The LRA will correct the registered information. This includes warning the LRA if an additional person is appointed Private Key Operator.
- The Organisation accepts that the electronic certificate will be published in a publicly accessible registry immediately after its creation and that revocation information on the certificate will be published in a Certificate Revocation List that is also publicly available.
- The certificate is deemed accepted by the Organisation immediately after its publication. The Organization is responsible for checking the accuracy of the content of the published certificate within eight (8) days from its issuance. If the Organisation notices an inconsistency between the contractual agreement information and the content of the certificate, it must inform the LRA without any delay. The LRA will then revoke the certificate and take the appropriate measures to reissue a certificate. This will be the only way that an Organisation can remedy the situation.

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- The Organisation agrees with the rights, obligations and liabilities of E-Trust and the LRA. These are described in the CPS, this request form, and in the CP (section C).
- The Organisation accepts that E-Trust and the LRA have the right to revoke / suspend the Organisation's certificate in particular cases as described in the CPS (section 4.4). The LRA will inform the Organisation of any action that it undertakes.
- E-Trust can only offer a warranty that its procedures are implemented in accordance with its CPS. The Organisation accepts that any certificates issued under this CPS, where issued in accordance with the stipulations of the CPS, and the corresponding Certificate Policy (CP), is the only warranty offered by E-Trust related to these certificates and that no other guarantee will be provided.

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7. Mandating Letter – Template.

To be used on official headed note paper.

Mandating Letter For Requesting E-Trust Certificates with Justice and Home Affairs DG.

Certificate Type :
Lightweight Certificate for Justice and Home Affairs DG
CUG functional mailboxes – EC Regulation 2725/2000

I, the undersigned, (full name)

representing organisation
in the context of EC Regulation 2725/2000

hereby give my approval to (full name)

to request and manage E-Trust certificates "Lightweight Certificate for Justice and Home Affairs DG CUG functional mailboxes – EC Regulation 2725/2000" from Justice and Home Affairs DG on behalf of the organisation.

I attach a signed copy of my valid passport (or other official form of identity);

Date (DD/MM/YYYY):

Signature:

OUTDATED

VALIDITY:
19/12/2003-08/01/2004

Lightweight Certificate
for Justice and Home Affairs DG CUG functional mailboxes
EC Regulation 2725/2000
Request Form
OID : 0.3.2062.9.6.2.15.1.3.1

CERTIFICATE SUSPEND / REVOKE FORM

Form requesting the suspension/unsuspension/revocation of a
E-Trust Lightweight Certificate
for Justice and Home Affairs DG CUG functional mailboxes
EC Regulation 2725/2000

I, the undersigned,

Last name:

First name:

Organisation:

Street name and house number:

Postal code:

City:

Telephone no.:

Fax no.:

E-mail:

hereby apply for the

- ☐ Suspension
- ☐ Unsuspension
- ☐ Revocation

on the following ground(s) (insofar as these are not covered by professional secrecy):

of the digital certificate issued as a "E-Trust Lightweight Certificate for Justice and Home Affairs DG CUG functional mailboxes EC Regulation 2725/2000"

issued to

Functional Mailbox:

Organization :

Certificate serial number:

The person applying is

- ☐ Organisation Listed Responsible
- ☐ Private Key Responsible
- ☐ Private Key Operator
- ☐ LRA Officer
- ☐ Other (please specify)

Date:

Signature:

For a **suspension, revocation or unsuspension:**

Call +32 2 296 22 72 to immediately request a suspension and fax this form, duly completed and signed, to +32 2 29 67688.

Also post this duly completed and signed form together with a copy of an official form of id of yourself to JAI DAC LRAO, Office LX 46 5/82, DG Justice and Home Office Affairs, European Commission, B1049 Brussels, BELGIUM.

VALIDITY:
19/12/2003-08/01/2004

Lightweight Certificate
for Justice and Home Affairs DG CUG functional mailboxes
EC Regulation 2725/2000
Request Form
OID : 0.3.2062.9.6.2.15.1.3.1

OPERATOR – RESPONSIBLE CHANGE FORM

**Form to inform the LRA of an additional Private Key Operator or a change in the
Private Key Responsible for a E-Trust Lightweight Certificate
for Justice and Home Affairs DG CUG functional mailboxes
EC Regulation 2725/2000**

I, the undersigned,

Last name:

First name:

Organization:

Street name and house number:

Postal code:

City:

Telephone no.:

Fax no.:

E-mail:

hereby inform the LRA of

- ☐ Addition of Private Key Operator
☐ Change of Private Key Responsible

for the digital certificate issued as a "E-Trust Lightweight Certificate for Justice and Home Affairs DG DG JAI
CUG functional mailboxes EC Regulation 2725/2000"

issued to

Functional Mailbox:

Organization :

Certificate serial number:

EITHER

Additional Key Operator:

Last name:

First name:

OR

Date from which moment the undersigned will take over the role of Private Key Responsible for this
certificate:

Date:

Signature:

Submit this duly completed and signed form to JAI DAC LRAO, Office LX 46 5/82, DG Justice and Home Office Affairs,
European Commission, B1049 Brussels, BELGIUM.

In case of Private Key Responsible change, the following documents should be joined to this form:

- A signed copy of an official form of identity, valid in the country of origin, of the new Private Key Responsible;
- A signed copy of an official form of identity, valid in the country of origin, of the Organisation Listed Responsible.
- The mandate letter nominating the Private Key Responsible signed by the Organisation Listed Responsible.